

# INSTRUCTIONS FOR COMPLETEING THE SONS AND DAUGHTERS OF WORLD WAR II VETERANS HEREDITARY SOCIETY APPLICATION



## PROOFS YOU WILL NEED

Applicants for **Lineal Membership** in the Sons & Daughters of World War II Veterans must provide: Proof of military service for the qualifying veteran ancestor and proofs of the applicant's direct linear relationship to the qualifying veteran through applicable birth, marriage and death certificates (or genealogically acceptable equivalents) through the intervening generations.

Applicants for **Collateral Membership** must provide: Proof of military service for the qualifying veteran ancestor and proofs of the applicant's collateral relationship to the qualifying veteran through applicable birth, marriage and death certificates (or genealogically acceptable equivalents) demonstrating descent for the applicant and the qualifying veteran from a common ancestor.

Applicants for **Memorial Membership** must only provide proof of military service for the qualifying veteran named.

A qualifying veteran is a man or woman who served in a Branch of the United States Armed Forces, being the United States Army, United States Army Corps/Air Force, United States Navy, United States Marine Corps, United States Coast Guard and United States Merchant Marine, at any time during the period from 7 December 1941 to 31 December 1946\*

\*In spite of the surrender of Japan, the last Axis Power, on 2 September 1945, President Truman waited until 31 December 1946 to declare the formal end of hostilities. The World War II Victory Medal was awarded to all who served in the United States Armed Forces between 7 December 1941 and 31 December 1946.

## HOW TO FIND MILITARY SERVICE RECORDS FOR YOUR WORLD WAR II VETERAN ANCESTOR

**For veterans who returned home** – If the qualifying veteran came home, then his Report of Separation (DD-214) will provide a wealth of information. If you do not have these papers you may contact the National Personnel Records Center. You must make your request on Standard Form 180. You may write and ask for a form at the Center's address below, or you can go on-line to their website and print out a copy at <http://www.archives.gov/research/order/standard-form-180.pdf>.

National Personnel Records Center (Military Personnel Records)  
9700 Page Avenue  
St. Louis, MO 63132-5100  
Website address: [www.archives.gov/st-louis/military-personnel](http://www.archives.gov/st-louis/military-personnel)

The National Personnel Records Center suffered a severe fire in the 1970's that destroyed many records. They have since recreated many files from a variety of other information such as final pay vouchers. If they cannot provide the information you need, you may call: The Department of Veterans Affairs: (800) 827-1000 or The Veterans Affairs Insurance Office: (800) 669-8477

**For veterans killed in action or missing** – You may request the veterans' Individual Deceased Personnel File (IDPF). The IDPF will almost always establish his unit and gives information on his burial. It may give information about where and when he died, possibly including reports of the action in which he died. For men whose remains were never recovered, records of the testimonies of others in his unit are usually included.

You **MUST** send them a letter before they can do any research for you. The letter should include your signed statement of intent to pay the Freedom of Information Act fees for the work involved. If you are requesting a relative's IDPF, you may not be charged. Please write them at:

Freedom of Information Act (FOIA) Office Total Army Personnel Command  
ATTN: TAPC-PAO (FOIA)  
2461 Eisenhower Ave  
Alexandria, VA 22331-0482  
Phone (703) 325-9256

If the qualifying veteran was buried overseas, you can obtain information on a gravesite by writing:

American Battle Monuments Commission Courthouse Plaza II  
2300 Clarendon Blvd, Ste 500  
Arlington, VA 22201

We highly recommend the book, [World War II Military Records, A Family Historian's Guide](#) by Debra Johnson Knox, MIE Publishing, 2003 (Spartanburg, SC) ISBN 1-877639-91--5 for additional sources of research.

#### AN EXAMPLE OF HOW TO SHOW DIRECT LINEAL DESCENT FROM YOUR WORLD WAR II VETERAN ANCESTOR

As a complicated example, you are a married female, and your grandfather on your mother's side was a veteran of WWII. You have the proof of his military service and you are now working on the genealogical proof of your lineal descent from him:

1. List him as your qualifying veterans and show proof of his military service
2. Show your mother's birth certificate listing the veteran's name as her parent
3. Show your mother's marriage certificate listing her change of last name
4. Show your birth certificate listing your mother's maiden and married names as your mother
5. Show your marriage certificate listing your change of last name

## AN EXAMPLE OF HOW TO SHOW COLLATERAL FAMILY RELATIONSHIPS WITH YOUR WORLD WAR II VETERAN ANCESTOR

All collateral family relationships need proofs that will follow names through births and marriages which lead from the qualified veteran back to a common ancestor, and then descending by generation to the applicant.

As one of the most complicated examples, your mother's sister's husband, your uncle, was a veteran of WWII: You have the proof of his military service and you are now working on the genealogical proof of your family relationship with him:

1. List him as your qualifying veteran and show proof of his military service.
2. Show his marriage certificate listing your mother's sister, your aunt, as his wife.
3. Show both your mother's and her sister's (your aunt's) birth certificates listing their parents' names. This establishes the common ancestor.
4. Show your mother's marriage certificate listing her maiden and married names.
5. Show your own birth certificate listing your mother's maiden and married names as your mother.

## HOW TO SHOW A MOTHER AND A FATHER AS BOTH WORLD WAR II VETERAN ANCESTORS

You may duplicate the "Qualifying Veteran" page of the application and fill out a separate one for both. The birth certificate from their first generation off-spring will show them both as your ancestors, and you can trace your lineage from there.

## PRESENT YOUR PROOFS IN AN ORGANIZED AND THOUGHTFUL WAY

- When presenting proofs of the collateral or lineal family relationships, keep them in generational order.
- Do write all dates as day/month/year.
- Do send copies, not originals of photos and proofs. Documents will not be returned.
- We accept scanned images of proofs and photos in .pdf, .jpeg, or .tiff formats only
- Documentation must be sufficient to differentiate between two persons of the same name. You may redact Social Security numbers.
- The Society will note missing or insufficient items and will inform you of any necessary additions or corrections a maximum of twice under the original application fee.

*Tip: To get started, seek the help of your local genealogical society, or visit the reference desk of your neighborhood public library.*